



**OFFICE OF HUMAN RESOURCES  
SOUTHERN CONNECTICUT STATE UNIVERSITY  
ASSISTANT IN HUMAN RESOURCES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Southern Connecticut State University

**Job Posting No:**

**Hours:** 8:30 – 5:00

**Salary:**

**Closing Date:** October 28, 2016

Southern Connecticut State University seeks an energetic Human Resources professional to provide a full range of professional-level services in support of the management of the university's human resources. Duties include processing paperwork for student workers and other part time employees, entering employee data in the HRIS system; benefits administration; assist in managing the process of hiring classified employees which includes: track working test periods and performance reviews; maintain personnel files; input background checks and work with outside vendors to schedule physicals; serve on various committees throughout the university and other duties as required.

Bachelor's degree in human resources or related field plus three years of human resources experience required or a combination of training and experience in human resources. Experience working with employment and payroll records, recruiting, employee benefits, understanding collective bargaining agreements. Knowledge of the principles and practices of public human resources administration; knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of equal opportunity principles and requirements; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration, good interpersonal skills with excellent ability in oral and written communication, self-directed, goal oriented and strong organizational skills. Experience in a university setting is preferred.

Some of these qualifications may be waived for individuals with appropriate alternative experience.

Review of applications will begin on October 28, 2016 and position will be open until filled. Applicants should submit their resume and a letter of application, along with the name, and telephone numbers of at least three professional references to [humanresources@southernct.edu](mailto:humanresources@southernct.edu), Office of Human Resources, Southern Connecticut State University, 501 Crescent Street, New Haven, CT 06515.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.